

## **PRODUCTION ASSISTANT III – VPL.7**

Directly reports to Senior Production Assistant

### **Job Purpose**

The job holder prepares and maintains conducive work environment in the laboratories as per the GMP, ISO Biosecurity and Biosafety stands thus facilitating efficient and effective production of vaccines by production officers

### **Duties and Responsibilities**

1. Collecting used laboratory apparatus and equipment from various laboratories an assemblage to the decontamination unit
2. Cleaning and preparation of laboratory apparatus for sterilization process in autoclaves and hot air ovens
3. Participating in the weighing of media components, media preparation and sterilization
4. Collecting and selecting of eggs used in vaccine production
5. Decontaminating of used glassware, laboratory clothes, laboratory wastes to kill the biological contaminants
6. Reporting to senior production assistant on stock levels for cleaning materials and detergents
7. Cleaning and disinfection of surfaces and the lab floors
8. Disposing laboratory wastes in safe and healthy manner
9. Undertaking laundry services and providing clean personal protective wear (lab coats and uniforms) to the laboratory personnel
10. Issuing of personal protective wear (lab coats, dust coat, overall, clean room wear and uniform) from Laundry unit
11. Assisting in capping, filling and labelling of finished products
12. Filing of daily laboratory records;
13. Performing shift and 'on-call' as directed

### **Academic and Professional Qualification**

1. A two year course in applied science or medical or Biological Laboratory Technician certificate from a recognized institution

### **Skills and Knowledge**

1. Knowledge of GLP and Safety procedures.
2. Good housekeeping skills
3. Computer literate.
4. Be a team player